



Center for Educational Performance and Information (CEPI)

Guide to Using Summary Report Features to Generate District, ISD and State Level Summary Reports

Many of our summary reports are now being released as Microsoft Excel Spreadsheets with the ability to select district, Intermediate School District (ISD) or State level summary reports. The following instructions illustrate the steps to obtain the desired report.

1. To view the data from a local education agency (LEA), public school academy (PSA), or ISD (personnel working for the ISD):
 - A. Enter the district code in the district code box
 - B. Select the "District" radio button.

District Code:	33020	Lansing Public School District
ISD Code:	33	Ingham ISD
Select a level to view:	<input checked="" type="radio"/> District	<input type="radio"/> ISD Total <input type="radio"/> State Total

2. To view the summary for all of the districts in the same ISD as the district entered in the district code box:
 - A. Enter the district code in the district code box
 - B. Select the "ISD Total" radio button

District Code:	33020	Lansing Public School District
ISD Code:	33	Ingham ISD
Select a level to view:	<input type="radio"/> District	<input checked="" type="radio"/> ISD Total <input type="radio"/> State Total

3. To view the summary at the state level, select the "State Total" radio button.
 - A. Enter the district code in the district code box
 - B. Select the "State Total" radio button

District Code:	33020	Lansing Public School District
ISD Code:	33	Ingham ISD
Select a level to view:	<input type="radio"/> District	<input type="radio"/> ISD Total <input checked="" type="radio"/> State Total

NOTE: The district name, ISD code, and ISD name will populate automatically. When printed, the instruction box will not appear on the report. The report title will indicate the appropriate level: district, ISD or state.